

Motor Boat Facility Program

Grant Application Instructions

Prospective sponsors must provide the information requested on the official application form in order to be considered for Motor Boat Facility Program funding. Organize the application in the precise manner of the application form. Please provide a cover page that includes the name of the sponsor (city, town, county, etc.) and the name of the project (such as “Buffalo City Boat Dock Renovation”). Sponsors may design their own cover page or use the one included in this application form. Applications (two copies) must be RECEIVED in the State Headquarters office by 5:00 PM, Friday, February 24, 2006.

Helena Parks staff is available for consultation at any time during the Motor Boat Facility Program grant application process. Please call whenever necessary--we are here to help. Thank you for participating in the Motor Boat Facility Program. Good luck!

Part A - General Information

1. Classification of project applicant - Check the appropriate box.
2. Name of applicant - Name of local government unit or agency making the application.
3. Address (of applicant).
4. Applicant contact person - The individual with whom FWP will communicate. Also include a telephone number and e-mail (if appropriate) so the contact person can be reached quickly.
5. Classification of land - Land ownership where project is located.
6. Project location - Include no less than county, township, range and section, and name of closest city or town. Please enclose a map showing the proposed project in relation to the nearest town.
7. Project Description. Describe the scope of work you intend to accomplish with the grant money. If you discuss other aspects of the project not covered by the grant, be sure to label those as outside the scope of the grant. Provide sufficient detail so your proposed project can be adequately reviewed and scored. Information should be as precise as possible and is important for locations of boat ramps, adjacent structures, etc. Information should also include:
 - Provisions for disabled access
 - Provisions for cultural and natural resource interpretation
 - Safety and educational information
 - Unique features of the project. Include photographs and/or design information for structures, facilities, signs, and the locations of such features. Include the locations of features on a site-specific map of the project.
8. Who will operate and maintain this project when it is completed? Who will continue to monitor and control weeds?
9. Project time schedule. How soon after project grant agreement signing will project begin, anticipated completion date, etc.

Part B - Project Cost Information

Remember that this grant program is a reimbursement program. Utilizing the table provided in this application material, include detailed information about the source of sponsor funds and amounts.

Be specific about the value of in-kind contributions that may include the value of materials or services, labor, equipment, etc, if appropriate. Volunteer labor is valued at \$10/hour. The value of technical services and equipment are at the rate established in the project area. Wages for local government labor contributions toward a project shall be from certified payroll records.

Be specific when describing costs. Under labor, explain the number and types of laborers to be involved and costs. Under materials, list the materials to be used and costs. Under equipment rental/lease/purchase, list the equipment and specific cost.

Part C. Environmental Overview

Environmental Analysis. Sponsors must satisfy the Montana Environmental Policy Act (MEPA). The MEPA/NEPA Checklist must be completed, including consideration of all reasonable alternatives.

Advertisement. An advertisement must be placed in the legal ad section of the nearest daily newspaper with widest circulation in the community. If the nearest daily newspaper is too far away to serve this purpose, use the next closest newspaper, even if it is not published daily. The ad should briefly describe the project being proposed and the deadline for the public comment period. The public comment period should be thirty days. The ad should describe a simple means for interested people to review and comment on the proposal. Public comment for this project must have occurred within 24 months (2 years) of the grant submission deadline.

Proof of Advertisement. Please include a photocopy of the legal advertisement, showing the date on which it ran in the newspaper.

Public Involvement. Describe the total public involvement for this project beyond the legal ad. Projects may not be planned in isolation. The general public, adjacent landowners, and other interested parties should be involved from the onset. Promotion of public participation may be through newspaper articles and any other means available, such as public meetings, federal quarterly newsletters, TV programs, radio announcements, etc.

Public Input Summary. Please describe the nature of the public comments received during the official public comment period. Tally numbers of comments in support of the project and the numbers against. Summarize the most important comments received and your response to these comments. For example, if a reviewer made suggestions on how the project could be made better, how did you respond to that suggestion?

Scope Changes. Note any changes you made to the project design or scope of work based on public input.

Part D. Signatures

Include typed name and title of authorized official and signature of official.

APPLICATIONS MUST INCLUDE:

Completed application with signature of authorized official.

Legible maps of project location including general area and project specific maps.

Letters of support from user groups/organizations, if appropriate.

For any projects involving private lands, copies of completed and current easements or agreements.

Application Format. Use FWP's application format only and place in a three-ring binder.

It should be indexed as follows:

Project Application Summary Sheet

Checklist

General Information

Project description

Project Map

Project Cost Information

MEPA NEPA Checklist

Meeting Minutes (if appropriate)

Letters of Support

TWO (2) COPIES OF THE APPLICATION MUST BE SUBMITTED TO:

Montana Fish, Wildlife & Parks

Parks Division

PO Box 200701

Helena, MT 59620-0701

- **FWP will be happy to assist you in any way. Please don't hesitate to phone Montana State Parks at 444-3750 with questions.**

GLOSSARY

Boating Advisory Committee (BAC) -- Seven member public committee appointed by the FWP Director to advise the Department on boating-related issues.

In-Kind Contribution -- Value of donated labor, materials, or value of donated equipment, used as a match in a grant program.

MEPA -- Montana Environmental Policy Act of 1971.

NEPA -- National Environmental Policy Act.

Sponsor – This is the political subdivision (city, town, county) that submits the grant application, signs the agreements and contracts, and that bears responsibility for the project.

FWP Regional Offices

The following is a list of the FWP regional administrative offices. If you have questions relating to regional motorboat issues, please do not hesitate to call the Regional Park Manager in your area.

Regional Administrations

State Headquarters

Parks Division

1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620
(406) 444-3750

Region One

490 North Meridian Road
Kalispell, MT 59901
(406) 752-5501

Region Two

3201 Spurgin Road
Missoula, MT 59804
(406) 542-5500

Region Three

1400 South 19th
Bozeman, MT 59718
(406) 994-4042

Helena Area Office

930 Custer Ave. West
Helena, MT 59620
(406) 444-4720

Butte Area Office

1820 Meadowlark Lane
Butte, MT 59701
(406) 494-1953

Region Four

4600 Giant Springs Road
Great Falls, MT 59405
(406) 454-5840

Lewistown Area Office

2358 Airport Road
P.O. Box 938
Lewistown, MT 59457
(406) 538-4658

Region Five

2300 Lake Elmo Drive
Billings, MT 59105
(406) 247-2940

Region Six

54078 U.S. Highway 2 West
Glasgow, MT 59230
(406) 228-3700

Havre Area Office

2165 Highway 2 East
Havre, MT 59501
(406) 265-6177

Region Seven

Industrial Site West
P.O. Box 1630
Miles City, MT 59301
(406) 234-0900